

# Utah State Building Board



## MEETING

June 7, 2017

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## MINUTES

### Members in Attendance:

Ned Carnahan, Chair  
Lisa Barrager  
Joe Burgess  
David Fitzsimmons  
Chip Nelson  
Gordon Snow

### Guests in Attendance:

Jeff Reddoor	Building Board
Patty Yacks	Building Board
Tyson Gregory	Building Board
Mike Smith	Building Board
Mike Kelley	Attorney General's Office
Mike Green	Attorney General's Office
Tani Downing	DAS - EDO
Jake Njord	DAS - EDO
Mathias Mueller	DFCM
Bruce Whittington	DFCM
Lee Fairbourn	DFCM
Jim Russell	DFCM
Cee Cee Niederhauser	DFCM
Bianca Shama	DFCM
Debbie Whitlock	DHS
Cecil Robinson	DHS
Don Brinkerhoff	DHS
Bret Hardy	DHS
Jodi Geroux	FFKR Architects
Mark Bagley	Gordian
Jim Child	JRCA Architects
DJ Hubler	Mckinstry
Julee Attig	Reaveley Engineers
Bob Askerlund	Salt Lake Community College

Tiffany Woods	Spectrum Engineers
Jade Teran	Spectrum Engineers
Tyler Brinkerhoff	UCAT
Greg Peay	UDC
Cory Higgins	University of Utah
Bob Simonton	University of Utah
Robin Burr	University of Utah
Ken Nye	University of Utah
Rich Amon	USHE
Ben Berrett	Utah State University

On Wednesday June 7, 2017, the Utah State Building Board held a regularly scheduled meeting in Room 250 of the Utah State Capitol, in Salt Lake City, Utah. The meeting was called into order at 9:00 a.m.

Prior to beginning with the regularly scheduled agenda Mr. Burgess, the newest member of the Board, took his Oath of Office. Mr. Burgess comes from Cedar City. After Mr. Burgess was sworn in, he took his position on the bench. Chair Carnahan also welcomed the Board's new counsel, Mike Kelley, with the Attorney General's Office. Chair Carnahan then proceeded with the regularly scheduled agenda.

**❑ APPROVAL OF MINUTES FROM THE APRIL 5, 2017 BUSSINESS MEETING**

Chair Carnahan asked for comments or corrections to the minutes from the April Business Meeting. No comments or corrections were brought forward.

**MOTION: Mr. Snow moved to approve the minutes from the April 5, 2017 Business Meeting. The motion was seconded by Ms. Barrager and passed unanimously.**

**❑ APPROVAL OF MINUTES FROM THE MAY 3, 2017 BUILDING BOARD MEETING**

Chair Carnahan asked for comments or corrections to the minutes from the May Building Board Meeting. No comments or corrections were brought forward.

**MOTION: Mr. Fitzsimmons moved to approve the minutes from the May 3, 2017 Meeting. The motion was seconded by Ms. Barrager and passed unanimously.**

**❑ UTAH STATE DEVELOPMENTAL CENTER: BUILDING DEMOLITION REQUEST**

Mr. Hardy, USDC Facilities Coordinator, presented a request to demolish three buildings located at the Utah State Developmental Center; two of which were built in 1935, the third was built in 1970. These buildings are beyond their useful life and have not been used in over 30 years. The total cost of demolition is \$57K, which will be paid from agency funds.

**MOTION: Mr. Snow moved to approve the Utah State Developmental Center's request for demolition. The motion was second by Mr. Burgess and passed unanimously.**

**❑ DIVISION OF JUVENILE JUSTICE SERVICES: REQUEST FOR PROGRAMMING OF THE WASATCH YOUTH CENTER**

Ms. Whitlock, JJS Deputy Director; Cecil Robinson, DJJS, Finance Director; and Jim Childs, Project Architect presented a request for programming for the Wasatch Youth Center. In August

2016, the Building Board toured Wasatch Youth Center and Training Academy and saw the existing facility deficits, which include roofing, semantic issues, outdated HVAC systems, ADA compliancy, ease of accessibility to the control room, and inadequate spaces for both youth intervention and family visitation. JRCA Architects performed an in-depth feasibility analysis and determined that remodeling the facility is neither cost effective, nor recommended. The cost to remodel and address these issues is approximately \$9M. Instead, DJJS would like to construct, on the current site, a new multi-use youth center, which would consolidate six programs DJJS offers throughout Salt Lake County. Today's request is for authorization to use \$376,871 of agency funds, previously transferred to DFCM for the roofing project at the JJS Training Center, to be used for programming of this proposed facility. Possible funds from the sale of the Weber Valley Detention Center and Decker Lake Youth Center could also potentially be contributed to the new facility.

Mr. Reddoor asked if any changes are expected to be made to last year's request, which was for approximately \$32.1 M and 84,000 sqft in size. Ms. Whitlock confirmed that the size has been increased 94,000 sqft. Mr. Reddoor also recommends that DJJS look into the use of funds from the sale of the Weber Detention Center and the Decker Lake Youth Center as this decision may require legislative action. Mr. Snow expressed his existing concerns on the location of this facility, which is located in an industrial area. He would like DJJS to present their reasoning on why this specific location would be the best option to consolidate and house these services. Mr. Snow also requested DJJS to report back on the anticipated amount of funds that the division plans to dedicate to programming.

Ms. Barrager inquired if the funds currently allocated to the roofing project would be adequate to cover the cost of programming. Ms. Whitlock confirmed that programming will be covered by the funds currently dedicated to the roofing project, should DJJS receive approval to move forward. Mr. Childs, project architect, informed the Board that programming is expected to take between 4-6 months to complete.

Mr. Nelson and Mr. Snow expressed their hesitancy to approve the request for programming at this time. Mr. Nelson recommended to table this request until the Board has completed their tour and upon receiving the capital development requests for this year. The Board recognizes the existing needs that are present within this facility. However, the development needs of the State must be reviewed in order to gain a clear understanding of where this project will be ranked amongst other requests.

#### PROPOSED

**MOTION:** Mr. Nelson moved to table the Division of Juvenile Justice Services request for programming of the Wasatch Youth Center until after the Building Board Tour in August and upon receiving the capitol development requests for the year.

There was continued discussion on if the receiving of capital development requests should be included in the motion, as these requests are due in July.

**MOTION:** Mr. Nelson moved to table the Division of Juvenile Justice Services request for programming of the Wasatch Youth Center until the September meeting. The motion was second by Mr. Snow and passed unanimously.

#### ☐ DIVISION OF JUVENILE JUSTICE SERVICES: CAPITAL IMPROVEMENT TRANSFER REQUEST

Mr. Robinson presented this item. In FY 2016, the State Building Board approved \$175,240 to upgrade the fire alarm system at the Wasatch Youth Center. Shortly after this approval, the Division of Juvenile Justice Services received two separate reports regarding the structural integrity of Wasatch Youth Center. As a result of these reports and a subsequent feasibility study, the Division decided to request state funds to replace the facility and construct a new multi-use facility, as reviewed by Ms. Whitlock in the previous meeting item.

DJJS is requesting the Building Board to approve transferring \$61,931 of the \$175,240 to a newly identified life safety issue at Salt Lake Valley Detention Center. This facility opened in 1997, and was operated by a private contractor until late 2015, when the Division took over operations. DJJS has recently discovered that the facility's fire alarm system and duress system are combined into one system. The inability to differentiate between a fire, which would require the evacuation of the building, and a duress, which requires an immediate staff response, puts lives at risk. The Utah State Fire Marshall has also indicated that the duress system should be removed from the fire alarm system in order to bring the building into mandated compliance with the national and state fire and building codes. The \$113,309 in remaining funds will be returned to the capital improvement pool and be redistributed to other existing capital improvement needs.

Mr. Snow inquired if the Salt Lake Valley Detention Center was one of the 6 facilities planned for relocation to the Wasatch Youth Center. Mr. Robinson confirmed there are no plans to relocate this facility.

**MOTION: Mr. Burgess moved to approve the capital improvement transfer request for \$61,931. The remainder of the capital improvement allocation, which is \$113,309 will be transfer back into the capital improvement pool. The motion second by Ms. Barrager and passed unanimously.**

**❑ DFCM: CAPITAL IMPROVEMENT TRANSFER REQUEST FOR THE UTAH STATE DEVELOPMENTAL CENTER**

Mr. Davis, DFCM Project Manager, presented a request to cancel the FY18 Capital Improvement Project "Human Services - USDC Auditorium AHU Replacement" in the amount of \$107,500. Mr. Davis confirmed that this request is no longer needed because a replacement was funded with agency funds after the AHU failed last Fall. These funds will be transferred to a FY15 Capital Improvement Project #15223410 "USDC Quailrun Mechanical Upgrade", which is underfunded by approximately \$135K. This project was delayed due to improvements to the Ash Building, which needed to be completed as occupants of the Quail Run Building will be moved to the Ash Building. Mr. Davis confirmed that DFCM Project Reserves will be used to fund the remainder of this project as this transfer alone will not cover the entirety of funds needed.

**MOTION: Mr. Fitzsimmons moved to approve Capital Improvement transfer request for the Utah State Developmental Center. The motion was second by Mr. Nelson and passed unanimously.**

**❑ UNIVERISTY OF UTAH: REQUEST FOR APPROVAL OF ENERGY EFFICIENCY IMPROVEMENTS**

Ms. Burr, Chief of Design and Construction; Mr. Nye, Director of Facilities Management Business Services; Mr. Simonton, Director of Capital Projects; and Mr. Hubler from McKinstry, presented a request to construct energy efficiency improvements that will reduce energy costs and emissions for at least 18 campus buildings comprising almost 4 million square feet of patient care and research space. These replacements involve space that is separate from the School of Medicine, where a large Capital Development project is currently taking place. The project will address both

heating and cooling systems including evaporative cooling, fume hood upgrades, HVAC controls, energy management systems, installation of high efficiency boilers, and improvements in the chilled water delivery system. A summary of potential energy improvements is included below with those shaded in green and yellow being the most likely ones to be pursued. An investment grade audit is now being finalized which will guide final decisions on which specific improvements are cost effective. The total estimated cost for these improvements is \$30M, of which \$18M will be dedicated to upgrades to cooling systems and fume hoods, \$9M will be dedicated to high efficiency boiler systems, and \$3M will be set aside for soft costs.

**MOTION:**      **Mr. Burgess moved to approve the Energy Efficiency Improvements for the University of Utah. The motion second by Mr. Fitzsimmons and passed unanimously.**

## U of U Campus Energy Efficiency Project Recommended ECM Matrix

ECM Category / Name	ECM Description	Research & Academic												Shared		Hospital / In-Patient Care			
		581 - Skaggs Research	582 - Pharmacy	588 - Nursing	589 - Eccles Health Sciences Library	533 - Genetics	530 - Winthrop	570 - Polymers	565 - Medical Sciences	586 - Radio Biology Lab	587 - Comparative Medicine Lab	512 - Research Admin	555 - Huntsman Cancer Institute	523 - Clinical Neurosciences	522 - West Pavilion	525 - Patient Care	529 - Emergency Center	526 - Hospital Generating Plant	556 - Huntsman Cancer Hospital
Evaporative Cooling Measures																			
Supply Air Direct Evap Cooling	Add or increase evap cooling capability on supply air to buildings. Recommision existing systems to work better with other stages of cooling and improve maintenance.					X			X							X			
Indirect Evap Cooling	Improve effectiveness of cooling tower cooling at 570 by adding dedicated pre-cool coils, install a new, open-cell cooling tower in 565 to improve effectiveness							X	X										
Evap Pre-Cooling of Exhaust Air	Re-enable evap cooling to drive exhaust air temperatures lower before the exhaust heat recovery coil to increase effectiveness of heat recovery extend the hours heat recovery can run					X													
Fume Hood Improvement Measures																			
Install New Variable Volume (VAV) Lab Controls	Install new venturi type supply air, exhaust and fume hood variable air volume controls with occupancy control. Balance labs to appropriate pressure differential and air change rate.					X			X										
Add Occupancy Control Recommision Existing VAV Lab Controls	Recommission lab controls to ensure appropriate pressure differential and air change rate. Add occupancy sensors to reduce air-change rate and shut off lights when labs are unoccupied.	X							X										
Chilled Water Plant Capacity and Operability Measures																			
Increase Chilled Water Supply Temperature	Allow the plant to meet the loads of the buildings with a higher chilled water supply temperature (CHWST) by cleaning dirty coils, replacing coils that were selected at too low of a CHWST and bypassing building-level heat exchangers. CC=clean coils, NC=new coils, HX=bypass HX	HX				CC	CC	NC	CC									HX	CC
Decouple Operating Rooms From Plant	Install water source heat pumps on AHUs that serve operating rooms to allow those spaces to meet loads without altering the operation of the entire plant.																		
New Control Valves	Install new, smart control valves which will allow for precision control of chilled water coils and provide feedback on the energy coils are using.	X		X		X	X	X								X			X
ACC Boiler Project	New high efficiency condensing boiler plant & steam boilers. Optimization of existing facility equipment connected to plant.															X			
Hospital Boiler Project																			
Lighting Measures																			
LED Lighting Retrofit and Controls	Retrofit/Replace existing fluorescent lighting with LED retrofit solutions.	X	X	X	X	X	X	X								X	X	X	X
Active Energy Management	The concerted deployment of monitoring-based technologies and on site building-system experts to drive continuous improvements during the development, design, construction, and operations of campus facilities.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Recommended Measures in IGA: ☒ X ☐ Measures Pending Further Investigation During Design: ☐ X ☒

Notes:

**❑ UNIVERISTY OF UTAH: REQUEST FOR APPROVAL OF THE JON M. HUNTSMAN CENTER SCOREBOARD REPLACEMENT**

Mr. Nye presented the request to replace the current scoreboard located in the Jon M. Huntsman Center. The current scoreboard is approximately 10 years old and has reached the end of it's useful life. The scoreboard has failed to work at key events such as last year's commencement ceremony. The size of the current scoreboard is 120 sqft on each side. The replacement scoreboard will increase in size up to 403 sqft. on each side. New LED boards will also replace outdated scoreboards around the baseline, above the entrance at center court, and along each corner of the new ceiling grid. The LED scoreboards will improve the ability to show individual score and statistics as well as provide more opportunities for advertising and sponsorships at events. The total estimated cost for this project is \$4.1M, of which \$3.35M will cover construction and the purchase of new boards, \$ 750K will be set aside for soft costs. This project will be built using a design/build process. The University of Utah is hoping to select a contractor this month and is anticipating completion of this project to occur in November. Funding for this project is being derived from donations from the Huntsman's and Eccles as well as revenues from the auxiliary and athletic programs.

**MOTION: Mr. Snow moved to approve the Jon M. Huntsman Center Scoreboard Replacement. The motion second by Mr. Nelson and passed unanimously.**

Mr. Nelson requested an update on the Crocker Science Center. Ms. Burr confirmed that this project is on track for substantial completion in October and will be ready for class use in January. Mr. Nelson would like this facility to be included in the Building Board Tour in August.

**❑ UTAH STATE BUILDING BOARD: FACILITY CONDITION ASSESSMENT PROGRAM AND PREVENTATIVE MAINTENANCE AUDIT ANNUAL REPORT**

Mr. Smith and Mr. Gregory presented this item. To this date a total of 1,143 Preventative Maintenance Audits have been completed. This total is expected to rise to 1,200 by fiscal year end, which is approximately 60% of the state facilities every year. Each state facility is visited on a bi-annual basis at a minimum. Below are the results from the Preventative Maintenance Audit, the requirement to maintain delegation is 90 points.

<b>FY17 Audit Results by Agency</b>					
	<b>Audited/Scheduled</b>	<b>% of Buildings</b>	<b>Total Square Feet</b>	<b>% Sq.Ft.</b>	<b>Agency Avg.</b>
<b>Administrative Services</b>	61	36%	2,115,514	29%	94.07
<b>Corrections</b>	37	23%	652,028	33%	88.42
<b>Fairpark</b>	46	100%	371,826	100%	77.70
<b>Higher Education</b>	343	75%	13,967,411	64%	91.09
<b>Human Services</b>	80	55%	1,092,051	68%	93.54
<b>National Guard</b>	3	20%	316,918	19%	91.80
<b>Natural Resources</b>	345	46%	751,102	56%	92.21
<b>USDB</b>	10	91%	113,274	73%	89.80
<b>UDOT</b>	118	81%	513,986	29%	89.60
<b>Veterans Affairs</b>	0	0%	0	0%	0.00
<b>Statewide Totals</b>	1043	53%	19,894,110	57%	89.80



Total Audit Results by Agency									
	FY14	FY15	FY16	FY17	FY17% of Buildings	FY17 Average	Total Buildings	Total Square Feet	Agency Average
Administrative Services	37	97	79	61	36%	94.07	274	12,623,554	94.20
Corrections	7	14	51	37	23%	88.42	109	3,577,047	89.08
Fairpark	45	45	45	46	100%	77.70	181	1,487,304	76.62
Higher Education	109	498	357	343	75%	91.09	1307	45,308,664	91.57
Human Services	12	134	117	80	55%	93.54	343	3,709,187	92.31
National Guard	4	8	8	3	20%	91.80	23	2,196,268	91.91
Natural Resources	218	176	294	345	46%	92.21	1033	2,466,993	92.27
Schools for the Deaf and Blind	11	11	11	10	91%	89.80	43	580,596	89.80
UDOT	20	52	108	118	81%	89.60	298	2,153,547	88.78
Veterans Affairs	1	2	4	0	N/A	N/A	7	281,000	93.99
Statewide Totals	464	1,037	1,074	1,043	59%	89.80	3,618	74,384,160	90.05

A four-year summary was also provided to identify agencies that have improved. Mr. Smith noted that changes were made to both scoring and standards in 2015, which caused many scores to drop around that time period. The scoring weight given to the physical condition of the building was raised to 46% of the total score. The consequences of failing to achieve a passing score is that the agency's maintenance delegation may be revoked and turned over to DFCM, which will occur at the Utah State Developmental Center starting July 1, 2017. However, Higher-ed and the CPB are exempt from DFCM oversight. 300+ of the audits completed for FY17 have been for Higher-ed institutions. The Board may look into a self-auditing process for these institutions as a way to obtain feedback on their preventative maintenance efforts.

Chair Carnahan inquired if there are any critical areas that the Board should focus on. Mr. Smith confirmed that most agencies are responsive to correcting the findings identified in our audits. The Fairpark has failed to pass an audit in the last 20 years, which is negatively effecting the statewide total. DFCM manages the leasing of the Fairpark property. However recent statue has turned over the maintenance responsibilities to the Fairpark, which operates as an independent entity as confirmed by Mr. Green, who has served as counsel for the Fairpark. Although the Fairpark is an independent entity, they still must adhere to the State's maintenance standards, as they are not exempt from DFCM oversight.

The Utah Department of Corrections has implemented appropriate preventive maintenance standards at both the CUCF Gunnison and Draper Prison sites. Remote sites and smaller AP&P offices do not have a functioning CMMS in place. Administrative requirements mandate a data-based log book or CMMS be in place for all facilities regardless of size. UDC has been planning to implement a standard system for these smaller facilities but has yet to meet that requirement. Due to the lack of a CMMS and often lack of manpower there are numerous deficiencies that have yet to be addressed by the managing agency. Mr. Peay with the Department of Corrections confirmed that UDC is in the beginning stages of issuing an RFP for a CMMS. However, he inquired if the Board would examine their current weighing factors as the remote sites and smaller AP&P offices that do not have a functioning CMMS in place only count for 5 out of 200 buildings that UDC occupies.

To date 865 buildings and 11 parking structures have received FCA assessments since 2011. For FY17 the existing FCA contract was modified to include the assessment and GIS mapping of the state's infrastructure systems. Infrastructure work is expected to be completed in FY18.



Almost 20,000 statewide deficiencies have been identified through year 2027, totaling \$640,720,912. The Board has required 80% of the capital improvement requests to come from these identified deficiencies.

Chair Carnahan thanked Mr. Smith and Mr. Gregory for presenting their findings to the Board.

**❑ ADMINISTRATIVE REPORTS FROM THE UNIVERSITY OF UTAH AND UTAH STATE UNIVERSITY**

Mr. Nye delivered the administrative report for the University of Utah. There were 14 professional service agreements and 8 constructions contracts issued. There are no significant items to report on.

Residual funds from the Social & Behavioral Science – Seismic Upgrade at Basement & Part of Classroom Levels totaling \$92,889 were transferred into the Project Reserve Fund. There are no decreases. This leaves a current balance of \$871,362, which has been determined to be an adequate amount in reserve for potential demands. There were no increases to the Contingency Reserve Fund and three decreases:

- Project 21582; Energy Projects Associated Work: The transfer of \$60,071 covers the cost of several unforeseen conditions and design omissions. The most substantial involved reliance on as-built drawings from previous projects that proved to be inaccurate and the deficiencies were missed in the investigations during design. This project is substantially complete and we do not expect substantial additional draws from contingency.
- Project 21642; HTW Distribution Completion: The transfer of \$330,099 covers the cost of 19 unforeseen conditions, two design omissions, and three scope adjustments to allow University operations to continue during the work. The triple wall pipe that is being direct buried through this project has a very low tolerance for adjustments in the field with anything but a very small deviation requiring fabrication of replacement pipe at a substantial delay and cost. In order to mitigate this constraint, two key strategies have been employed. First, in an effort to avoid other buried utilities, the design provided for placing new pipe above the existing pipe whenever possible. Second, the route of the pipe is excavated prior to the final order for fabricating pipe in order to address any routing changes before the pipe is fabricated
- Project 21923; Replace Science Area Chiller Plant: This transfer of \$155,404 covers the cost of unforeseen conditions and design flaws. The majority of this draw, \$87,045, covers the cost of constructing an enclosure outside of the building to house the chemical storage tank after it was determined during construction that the tank would not fit inside the building as planned. The other large item consists of \$40,689 to modify the routing of a storm drain pipe after an existing concrete encased duct bank was discovered that required a substantial increase in excavation and structural fill.

This leaves a current balance of \$2,533,402. An analysis indicates that this balance is adequate to complete projects that have been authorized and does not reflect an excess balance.

Mr. Berrett delivered the administrative report for Utah State University. 4 Professional Contracts and 11 Construction Contracts were issued. Highlights include; the third and final phase of a reroofing project being completed at the South Wing, which is nearing completion, and the University Inn to Widstoe Steamline Project, which will replace some of the last sections of steamline that haven't been replaced in over 15 years.

There were three draws to the Contingency totaling \$209,535. The largest draw was for asbestos abatement of the USUE Career Center in the amount of \$171,904. This leaves a balance of \$438,191. There was one increase to the Project Reserve Fund for \$11,218 for and one draw in for \$1,988. This leaves a balance of \$393,262. Mr. Berrett reports that both the Contingency and Project Reserve are in good order.

Chair Carnahan inquired if the Board had any questions on the administrative reports for the University of Utah and Utah State University. None were brought forward.

**❑ ADMINISTRATIVE REPORT FROM DFCM**

Mr. Russell presented the administrative report for DFCM. 24 professional service agreements were issued, which consists of 15 for design and 9 for other professional services. 36 construction contracts were issued consisting of 4 for new space, 20 for remodeling, 5 for paving/roofing, and 7 for other services:

- Item #15, Green River Golf Course Clubhouse Re-roof  
Additional funds from unallocated roofing were used to award contract
- Item #16, Goblin Valley State Park Overlook Restrooms Replacement  
Project Reserve Funds were used to award construction contract
- Item #24, SUU New Business Building  
This is a CM/GC agreement, the balance of the construction costs will be added by future change orders.

Capital Development started period with \$4,184,213 and ended with \$3,418,464, with 8 transfers to projects totaling \$765,749. Capital Improvement started period with \$5,738,487 and ended with \$5,501,395, with 18 transfers to projects totaling \$237,092 and 0 transfers to the fund.

The Project Reserve had one increase of \$101,768 and one decrease of \$250,000, which was allocated to the Fairpark Arena, leaving an ending with a balance of \$1,137,624. The capital improvement project reserve fund had 9 transfers to the fund of \$94,079 and 7 transfers out totaling \$744,644, \$200K of which was allocated to the chiller replacement for Snow College, leaving an ending with a balance of \$4,701,269.

The Contingency Reserve Fund Analysis currently shows a deficit balance of (\$3,259,316) this quarter. Over the past few months there have been more decreases to fund than increases. While this is raises concerns, there is a lot of activity occurring. A large contributor to this deficit was a \$1.5M well replacement for the University of Utah's chilling capacity. Since the new quarter began, the fund shows a positive balance of \$1.3M. It is projected that the fund will build again, however DFCM will continue to monitor activity to determine if this is a trend or the result of a flow process.

Mr. Reddoor highlighted an agency scope change for DXATC in the amount of \$564,447. Mr. Russell confirmed that this change order was coded incorrectly and would be updated to either a DFCM Scope or an FFE.

**❑ FUTURE AGENDA ITEMS**

- Deadline for Capital Development requests is July 14
- Deadline for Capital Improvement requests is September 29

- Operations and maintenance reporting will begin in mid-July. The deadline to have these costs submitted is September 1.
- The Building Board Tour has been moved from August 16 and 17 to August 21 and 22
- Mr. Snow would like DFCM to consider reducing the amount of printed material included in their administrative report by developing an executive level summary
- The next Building Board meeting will occur on July 12

**❑ ADJOURNMENT**

**MOTION: Mr. Snow moved to adjourn the meeting. The motion was second by Mr. Nelson and passed unanimously.**

The meeting adjourned at 11:35 A.M.